

COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND

BILL NO. 07-41

Introduced by Council President Boniface at the request of the County Executive

Legislative Day No. 07-25 Date September 11, 2007

AN ACT to repeal and re-enact, with amendments, Subsection C, Personal leave, of Section 38-38, Leave with pay, of Article IV, Classified Service, of Chapter 38, Personnel, of the Harford County Code, as amended; to provide for the use of personal leave in less than half-day increments with prior approval; and generally relating to the use of accrued personal leave.

By the Council, September 11, 2007

Introduced, read first time, ordered posted and public hearing scheduled

on: October 9, 2007

at: 6:45 p.m.

By Order: Barbara J. O'Connor, Council Administrator

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Bill having been published according to the Charter, a public hearing was held on October 9, 2007, and concluded on October 9, 2007.

Barbara J. O'Connor, Council Administrator

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW. [Brackets] indicate matter deleted from existing law. Underlining indicates language added to Bill by amendment. Language lined through indicates matter stricken out of Bill by amendment.

Section 1. Be It Enacted By The County Council of Harford County, Maryland that Subsection C, Personal leave, of Section 38-38, Leave with pay, of Article IV, Classified Service, of Chapter 38, Personnel, of the Harford County Code, as amended, be, and it is hereby, repealed and re-enacted, with amendments, all to read as follows:

Chapter 38. Personnel

Article IV. Classified Service

§ 38-38. Leave with pay.

C. Personal leave.

(1) In each calendar year a full-time employee is entitled to [eight (8)] 8 days of personal leave. An employee is not eligible to use personal leave during the probationary period.

(2) An employee may not accumulate personal leave from calendar year to calendar year.

(3) An employee may use personal leave in increments of at least one-half day without obtaining prior approval, provided that the employee notifies the employee's immediate supervisor not later than [fifteen (15)] 15 minutes after the employee's normal reporting or starting time of the employee's intended use of personal leave. Employees using personal leave for the second half of the work day shall notify the immediate supervisor of his intention to use such leave within [fifteen (15)] 15 minutes of the employee's normal reporting time. EMPLOYEES MAY USE PERSONAL LEAVE IN HOURLY INCREMENTS LESS THAN ONE-HALF DAY WITH THE PRIOR APPROVAL OF THE EMPLOYEE'S SUPERVISOR. [However, when appropriate, d]Department heads may adopt written policies concerning use of this leave in less than half-day increments and notification later than [fifteen (15)] 15 minutes after the employee's normal reporting or starting time.

(4) An employee scheduled to work on a county holiday, or an employee who is assigned to an agency or institution which renders a service that is provided continuously on a [seven]

1 7-day-a-week basis, may not use personal leave without obtaining prior approval from the employee's
2 immediate supervisor. However, approval may be denied only if the immediate supervisor determines
3 that denial is necessary as a result of a critical shortage of staff or under previously established, written
4 policy.

5 (5) No prior approval is required in order for an employee to use personal leave up
6 to and including [two (2)] 2 days; notice of intent to use said leave should be given as far in advance as
7 possible but in no event shall notice be given later than 15 minutes from the employee's scheduled
8 starting time. The use of personal leave in excess of [one (1)] 1 day does not relieve the employee of
9 reporting his/her intent to use said leave within [fifteen (15)] 15 minutes of his regular starting time on
10 the second day, if said notice had not been previously given.

11 (6) Separation from service. Upon retirement from county service, the employee
12 shall be paid for all unused personal leave. Upon resignation, an employee shall be paid for up to [two
13 (2)] 2 days of personal leave.

14 Section 2. And Be It Further Enacted that this Act shall take effect 60 calendar days from the date
15 it becomes law.

EFFECTIVE: December 11, 2007

*The Council Administrator does hereby certify that
fifteen (15) copies of this Bill are immediately available for
distribution to the public and the press.*



Council Administrator

HARFORD COUNTY BILL NO. 07-41

Brief Title Personal Leave

is herewith submitted to the County Council of Harford County for enrollment as being the text as finally passed.

CERTIFIED TRUE AND CORRECT

Barbara J. O'Connor
Council Administrator

Date October 9, 2007

ENROLLED

Billy Bonifara
Council President

Date October 9, 2007

BY THE COUNCIL

Read the third time.

Passed: LSD 07-28

Failed of Passage: _____

By Order

Barbara J. O'Connor
Council Administrator

Sealed with the County Seal and presented to the County Executive for approval this 10th day of October, 2007 at 3:00 p.m.

Barbara J. O'Connor
Council Administrator



BY THE EXECUTIVE

David R. Craig
COUNTY EXECUTIVE

APPROVED: Date October 12, 2007

BY THE COUNCIL

This Bill No. 07-41 having been approved by the Executive and returned to the Council, becomes law on October 12, 2007.

EFFECTIVE DATE: December 11, 2007

Barbara J. O'Connor
Barbara J. O'Connor,
Council Administrator